

Summary of Key Steps for Setting Up and Obtaining External Scientific Peer Reviews
(Detail provided in Exhibit F)

1. Cal/EPA organization writes request for reviewers to Cal/EPA Program Manager for External Scientific Peer Review (in draft first). The request consists of four parts, all described in detail in Exhibit F :
 - a) Cover letter providing brief context for request, schedule for review, and expertise needs.
 - b) Attachment 1 - Plain English Summary of regulatory proposal or other initiative subject to review.
 - c) Attachment 2 - Listing of scientific conclusions or assumptions subject to review, placed in regulatory context.
 - d) Attachment 3 - Listing of participants developing proposal or initiative. By statute, they cannot serve as reviewers.
2. Cal/EPA Program Manager forwards final request to University of California (UC) for action.
3. UC solicits reviewer candidates and identifies those willing to participate. Candidates are sent complete letter of request with its three attachments during this solicitation process. Willing candidates are asked to complete Conflict of Interest Disclosure form and forward it to Cal/EPA-designated independent entity for review.
4. After vetting of candidates, Cal/EPA Program Manager writes formal response letter to requesting organization identifying approved reviewers.
5. Cal/EPA organization writes each approved reviewer separately to initiate the review, and provide instructions.
6. Reviewer sends completed review to Cal/EPA organization which requested it.